

VFC Tip Sheet:

How to Place a VFC Vaccine Order Using the New MCIR VIM

- 1) Ensure all immunization data entry is up to date in MCIR;
- 2) Create the "Physical Inventory Report" from MCIR, then print;
- 3) Take the "Physical Inventory Report" to refrigerators and freezers and take a physical count all VFC vaccines;
- 4) Use the "Physical Inventory Report" to enter the # of doses counted from the refrigerators and freezers into the inventory
- 5) Balance Inventory, then print a "MCIR Ending Inventory Report";
- 6) Run the MCIR "VFC Doses Administered Report" for the time period since the last VFC vaccine order and print a copy;
- 7) Gather the Temperature Logs for both refrigerators and freezers from the last VFC vaccine order to current date and make copies;
- 8) Complete a "VFC Vaccine Order Form" requesting the appropriate number of doses based on doses administered and vaccine storage capacity;
- 9) Submit the following to the LHD:
 - * Vaccine Order Form, including accurate shipping information
 - * MCIR Ending Inventory Report
 - * MCIR VFC Doses Administered Report
 - * Temperature Logs